

**UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
HUMAN RESOURCES SHARED SERVICE CENTER**

Position Description Coversheet *(Please read instructions on back)*

3. Reason for Submission <u>Other</u>		4. Employing Office Location <u>Washington, D.C.</u>	5. Duty Station <u>Washington, D.C.</u>	1. Position No. <u>EPGS21028</u>	2. Incumbency Allocation Only? <u>May Not be IAed</u> <input checked="" type="checkbox"/>
Explanation (Show any positions replaced)	7. Fair Labor Standards Act <u>Exempt - Administrative</u> <input checked="" type="checkbox"/>	8. Financial Statements Required <u>OGF-278 Required</u> <input checked="" type="checkbox"/>		6. BUS Code <u>8888</u>	
	10. Position Status <u>Excepted (Specify in Remarks)</u> <input checked="" type="checkbox"/>	11. Supervisory Status Code <u>8 - All Other Positions</u> <input checked="" type="checkbox"/>		9. Cybersecurity Code a. <u>00000</u> b. _____ c. _____	
	12. Competitive Level Code	13. Competitive Area		14. Drug Testing <u>Yes</u> <input checked="" type="checkbox"/>	
	15. Extramural %	16. Functional Class Code <u>N/A</u>		17. Medical Monitoring	
	18. Position Sensitivity <u>Critical Sensitive</u> <input checked="" type="checkbox"/>	19. Security Clearance <u>Top Secret</u> <input checked="" type="checkbox"/>		20. Position Risk <u>3 - High</u> <input checked="" type="checkbox"/>	
	21. Emergency Essential	22. Developmental Position <u>No</u> <input checked="" type="checkbox"/>		23. Full Performance Level <u>GS-13</u>	

24. Position Classification	Official Title of Position	Pay Plan	Occupational Code	Grade
a. Official Allocation	<u>Director of Scheduling and Advance</u>	<u>GS</u>	<u>0301</u>	<u>13</u>

25. Organizational Title of Position (if different from official title)	26. Name of Employee (if vacant, state such)
	<u>Kathleen Claire Lance</u>

27. Department, Agency, or Establishment Hierarchy	
a. 1st Tier Org Code	1st Tier Org Description <u>U.S. Environmental Protection Agency</u>
b. 2nd Tier Org Code <u>A0000000</u>	2nd Tier Org Description <u>Office of the Administrator</u>
c. 3rd Tier Org Code	3rd Tier Org Description
d. 4th Tier Org Code	4th Tier Org Description
e. 5th Tier Org Code	5th Tier Org Description

28. **Supervisory Certification:** I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships. The position is necessary to carry out Governmental functions for which I am responsible. This certification is made with knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor <u>Dan G. Utech, Chief of Staff</u>		b. Typed Name and Title of Higher-Level Supervisor or Manager <u>Jane T. Nishida, Acting Administrator</u>	
Signature <u>Dan Utech</u>	Date <u>1/25/21</u>	Signature <u>Dan Utech</u> for Jane Nishida	Date <u>1/25/21</u>

29. **Classification/Job Grading Certification:** I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U. S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standard.

Information for Employees: The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or U.S. Office of Personnel Management.

a. Typed Name and Title of Official Classifying the Position <u>Barbara Dangler, HR Specialist</u>		30. Position Classification Standards Used in Classifying/Grading Position <u>PCF for Misc Admin & Prog Series, GS-0301, TS-34, 1/79; AAGEG, TS-98; 8/90</u>
Signature <u>Barbara E. Dangler</u>	Date <u>1/25/21</u>	

31. Remarks
Executive Resources position: Schedule C.
Excluded from bargaining unit because content of meetings may include content related to personnel and labor-management relations.
Position leads Scheduling and Advance Team which is currently 2 team members plus the Director.
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NOTE: DO NOT print this form. Printing will disable the electronic signature features. This form will not be accepted if it is printed and scanned.

Director of Scheduling and Advance

GS-0301-13

Introduction

This position is located in the Operations Staff within the Immediate Office of the Office of the Administrator. The incumbent serves as the Director of Scheduling and Advance for the Administrator, leading the Scheduling and Advance Team. They are responsible for strategic scheduling and advance functions for the Administrator, which involves sensitive coordination of the highest order.

The incumbent of this position requested for Schedule C exception will not be able to adequately perform his duties without being privy to the political, personal, and management philosophies of the Administrator. A confidential relationship of a Schedule C nature is imperative as the incumbent will speak for the Administrator and, as such, will be expected to reflect her philosophies in conversation with leading figures of the government, businesses and other groups. The incumbent may also be obliged to present the views of the Administrator in correspondence and other communications with agency managers and program officials.

Major Duties and Responsibilities

1. Serves as Director of Scheduling and Advance with the responsibility of leading the strategic operations for the Administrator. Exercises responsibility for handling day-to-day management of issues and leading the Scheduling and Advance Team which includes:
 - Ensuring that the organization's strategic plan, mission, vision and values are communicated to the team and integrated into the team's strategies, goals, objectives, work plans and work products and services.
 - Articulating and communicating to the team the assignment, project, problem to be solved, actionable events, milestones, and/or program issues under review, and deadlines and time frames for completion.
 - Exercising independent judgement to manage workload distribution and make adjustments based on consideration of relative skill and workload of team members. While workload issues may be discussed in team meetings, the Director of Scheduling and Advance is responsible for making work assignment decisions, rather than the Deputy Chief of Staff for Operations.
 - Monitoring and reporting on the status and progress of work, checking on work in progress and reviewing completed work to see that the Deputy Chief of Staff for Operations' instructions on work priorities, methods, deadlines and quality have been met.
 - Serving as a coach, facilitator and/or negotiator in coordinating team initiatives and in consensus building activities among team members.

- Maintaining program and administrative reference materials, project files and relevant background documents and making available policies, procedures and written instructions from the Deputy Chief of Staff for Operations; maintaining current knowledge to answer questions from team members on procedures, policies, directives, etc.
 - Representing the team in dealings with the Deputy Chief of Staff for Operations for the purpose of obtaining resources and securing needed information or decisions on major work problems and issues that arise.
 - Preparing reports which reflect accomplishments as compared to established work plans.
 - Estimating and reporting to the team on progress in meeting established milestones and deadlines for completion of assignments, projects and tasks, and ensuring that all team members are aware of and participating in planning for achievement of team goals and objectives.
 - Researching, learning and applying a wide range of qualitative and/or quantitative methods to identify, assess, analyze and improve team effectiveness, efficiency and work products.
 - Leading the team in assessing its strengths and weaknesses and providing leadership to the team in exploring alternatives and determining what improvements can be made (e.g., in work methods, processes and procedures).
 - Resolving simple, informal complaints of employees and referring others, such as formal grievances and appeals, to the Deputy Chief of Staff for Operations or an appropriate management official.
 - Communicating team consensus and recommendations to the Deputy Chief of Staff for Operations on actions affecting team and individual awards and recognition.
 - Serving as the Chair of the Administrator's Scheduling Review Team.
2. Oversees the arrangements of trips, including all planning and advance arrangements, review of invitations, selection of speaking forums, and, in coordination with the Multimedia Operations and Services Staff and other offices, arranges for press conferences, television and other media appearances. This involves dealing with high ranking officials of the Agency, Congress, the White House, other Federal departments and agencies, State and local governments, scientific and research groups and associations, industry, public interest groups, foreign governments and the media.
 3. Manages projects and studies supporting the Deputy Chief of Staff for Operations' priorities, including changes in program emphasis as needed. Designs and conducts comprehensive management studies to identify and propose solutions to complex or controversial management problems with far-reaching scope or impact to a broad range of program operations. Conducts projects and studies to evaluate program progress, status and trends in area of specialization against approved missions, schedules, goals, objectives, and measures of performance. Develops detailed plans, goals, and objectives for the long-range implementation and administration of the program. Prepares recommendations for policies to change the way programs are carried out and evaluates the content of new or modified legislation for projected impact upon Agency programs

and resources. Translates basic legislation into program goals, actions, and services

4. Serves as a personal representative for the Administrator in personal contacts with high ranking officials of the Agency, members of Congress, White House representatives, scientific and research groups and associations, foreign governments, and others. Ascertains the reasons for the visit and decides with the Deputy Chief of Staff for Operations whether the matter to be discussed is of sufficient importance to warrant the personal attention of the Administrator. In cases which require the Administrator's attention, the incumbent schedules appointments, determines which take precedence, decides when an appointment may be interrupted, cancelled, rescheduled, etc., without prior approval. When the matter does not require the personal attention of the Administrator but deals with highly technical or sensitive information, refers the matter to the proper official. On matters which are covered by established policies, explains procedures based on own knowledge of the Administrator's thinking.
5. Maintains the Administrator's daily calendar of appointments, establishing priorities and scheduling, shifting and declining appointments; accepting or declining requests for meetings. Collaborates with the Chief of Staff and Deputy Chief of Staff for Operations as needed.
6. Manages the Administrator's long-term planning, briefing material preparation, and traveling operations. In consultation with the Deputy Chief of Staff for Operations, makes decisions on advantageous utilization of the Administrator's time while on travel, arranging for press conferences, television and other media appearances. This involves dealing with high ranking officials of the Agency, the White House, other Federal agencies, State and local governments, industry, public interest groups, foreign governments, and the media. Tact, discretion, judgment and resourcefulness are essential in handling these activities. This responsibility includes strategic scheduling and coordination with the regions and program officials, including travel and announcements on new initiatives.
7. Gathers and evaluates programmatic data to develop complete decision packages, staff studies, recommendations, and special reports and prepares executive briefings and similar materials for use by the Deputy Chief of Staff for Operations and the senior management team. Collects, evaluates, and develops executive summaries, metric data, and annual report data for assigned areas. Utilizes expert application of qualitative and quantitative methods for the assessment and improvement of program operations. Identifies meaningful program performance indicators, quality levels and determines accurate measurement techniques. Prepares presentations and briefings for senior management on studies/analyses/evaluation results, in support of the overall program requirements, as assigned. Prepares, presents, and defends data developed for this purpose.
8. Analyzes and evaluates specific arrangements and other requirements for meetings, conferences, and unique events that are considered highly confidential. Exercises judgment and, when necessary, makes decisions on behalf of the Deputy Chief of Staff for Operations on procedures and methods for fact gathering, problem solving, and negotiations. These assignments require the utmost tact, diplomacy and perception regarding the subject and attendees. Informs senior management of applicable developments and concerns about all arrangements. Prepares reports and analyses for presentation to supervisor and makes recommendations regarding appropriate courses of actions.

9. Oversees the planning and coordination of the Administrator's schedule, including all meetings, conferences and travel. This involves contact with key program officials in the Agency, as well as throughout the Executive and Legislative Branches of Government, public interest groups, etc.
10. Keeps abreast of new developments within and outside the Federal sector pertaining to assigned areas of expertise and provides advice and options to the Deputy Chief of Staff for Operations on strategies to accommodate such developments. Exercises initiative in suggesting suitable alternative solutions with officials of other Federal agencies, State, local and Tribal governments charged with similar responsibilities.
11. Performs other duties of a strictly confidential nature, as assigned.

Factor Level Descriptions

Factor 1 - Knowledge Required by the Position

Level 1-8 (1550 points)

Mastery knowledge of and skill in applying a wide range of analytical and evaluative methods and techniques sufficient to make recommendations to the Deputy Chief of Staff for Operations and senior management regarding program and Agency operations. The position serves as an expert in extending existing approaches and applying new developments to investigate critical problems or in making decisions and recommendations, which significantly change, interpret, or develop important Agency programs.

Comprehensive knowledge of the supervisor's policies and views on significant matters affecting the organization.

Knowledge of the Agency's and Federal government travel policies, procedures, and regulations in order to effectively manage the trip and advance activities of the Office.

Mastery knowledge of and skill in applying a wide range of methods used to gather, analyze, and evaluate information concerning complex management and administrative processes, policy development and, drawing conclusions, and recommending appropriate action.

Comprehensive knowledge of pertinent laws, regulations, policies, directives, and precedents which affect the use of program and related support resources (people, money or equipment in the area studied).

Comprehensive knowledge of Agency programs and functions, policies, objectives, and issues, and their relationship to other Federal, State, local, and Tribal government entities, as well as other private and public stakeholders, sufficient to analyze and evaluate methods and techniques for program development, execution and improvement.

Knowledge of and skill in preparing project papers, staff reports, and oral briefings to encourage understanding and acceptance of findings and recommendations.

Factor 2 - Supervisory Controls

Level 2-4 (450 points)

Reports to the Deputy Chief of Staff for Operations. The supervisor outlines overall objectives and available resources. Within a framework of priorities, funding and overall project objectives, the employee and supervisor develop a mutually acceptable project plan which typically includes identification of the work to be done, the scope of the project, and deadlines for completion. The

employee is responsible for planning and carrying out assignments, coordinating the work with others, interpreting policy in terms of feasibility and compatibility with other work, and the initial application of new methods.

The employee informs the supervisor of potentially controversial findings, issues, or problems with widespread impact. Completed projects, evaluations, reports, or recommendations are reviewed by the supervisor for compatibility with organizational goals, guidelines, and effectiveness in achieving intended objectives.

Factor 3 - Guidelines

Level 3-4 (450 points)

Guidelines consist of general administrative policies and management and organizational theories which require considerable adaptation and/or interpretation for application to issues and problems studied. Administrative policies and precedent studies provide a basic outline of the results desired, but do not go into detail as to the methods used to accomplish the project.

Administrative guidelines usually cover program goals and objectives of the employing organization. Within the context of broad regulatory guidelines, the employee may use initiative and resourcefulness to refine or develop more specific guidelines such as implementing methods for the measurement and improvement of effectiveness and productivity in the administration of operating programs.

Factors 4 - Complexity

Level 4-5 (325 points)

Assignments require analysis of a broad range of interrelated issues concerning the effectiveness, efficiency, and productivity affecting the travel operations and administrative programs and procedures of the Administrator. Recommendations to the supervisor and senior management are complicated by conflicting program goals and objectives which may derive from changes in guidelines and variations in the demand, as well as conflicting interests of the various contacts the position interacts with. Work is further complicated by the need to handle subjective concepts such as value judgments. The employee develops new approaches and methods which serve as precedents for others.

Factor 5 - Scope and Effect

Level 5-5 (325 points)

The purpose of the work is to analyze and evaluate major administrative aspects of the office and provide administrative support to the supervisor and senior management. Work involves providing expert administrative guidance and the leadership necessary to resolve matters which are very complex or controversial, or which set general precedent.

Work involves delicate coordination to resolve problems impacting the accomplishment of principal program goals and objectives supporting the priorities of the supervisor, senior management, and Administrator. These are often complicated by differing priorities for contacts across government. Completed assignments typically have major consequences involving prominent and fundamental matters with the potential for far-reaching impact.

Factors 6/7 - Personal Contacts/Purpose of Contacts

Levels 3c (180 points)

Contacts are with key officials within and outside the Agency in a moderately unstructured setting. Personal contacts within the Agency include the Administrator, Deputy Administrator, Chief of Staff, Deputy Chiefs of Staff, Special Assistants, Assistant Administrators, Regional Administrators, etc. Contacts outside the Agency include key White House officials, Members of Congress and their staffs, key staff at other Federal agencies, leaders of environmental

organizations, and other public sector officials.

The purpose of the contacts is to gather information, provide or request advice and guidance on plans/proposals, interpret policy/regulations or present controversial observations, findings or recommendations. Contacts often require persuasion and diplomacy in order to reach agreement and resolution.

Factor 8 - Physical Demands

Level 8-1 (5 points)

The work is primarily sedentary. There may be some walking, standing, bending and carrying light items, and may involve travel to other locations. No special physical demands are involved in performing the work.

Factor 9 - Work Environment

Level 9-1 (5 points)

The work environment involves everyday risks or discomforts requiring normal safety precautions typical of office settings. The work area is adequately lighted, heated and ventilated.

Total Points: 3290

GS-13 Grade Range: 3155-3600